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Records Center

6 March 1958

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MEMORANDUM FOR: Commanding Officer /

SUBJECT : Progress Report for Month of February 1958

1. Attached is the Records Center monthly statistical report for the month of February 1958.

2. The following summarizes the activity of the Branches during the month:

Accessioning

a. Tangible

- (1) Good results were obtained from overtime on Saturday. There were 3,540 shelving spaces and containers re-numbered and changes in space location noted on the stock control cards.
- (2) Logistics Office was contacted on three different occasions to furnish transportation for records.
- (3) Received 674 cubic feet of material to be processed and stored.
- (4) Furnished 170 assembled containers to our customers.
- (5) Relocated 650 cubic feet of intelligence material in Area A in order for the cinder block wall for the storage area to be constructed.

Reference

a. Tangible

- (1) Serviced two large orders that consisted of 521 documents for ORR and 575 intelligence reports for State Department.
- (2) Furnished 5,122 intelligence reports and 1,127 documents to requestors and reproduced 546 pages of information reports.

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Disposal

a. Tangible

- (1) 219 cubic feet of material was transported to the D.C. Incinerator for destruction.
- (2) Because of inclement weather, the Center was able to dispose of only 51 cubic feet of material. This is far short of the goal that must be maintained in order to relieve present and future disposal demands.

b. Intangible

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- (1) Two representatives of the [REDACTED] Co., Contractor of the incinerator at [REDACTED] visited with the Post Engineer to discuss the disposal capacity problems of the incinerator. Two possibilities were discussed, one was to install an automatic feeder and shredder and the other was to install a shifting or agitating grate on the existing incinerator. The representatives will submit their recommendations to the Post Engineer at a later date.

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[REDACTED]  
Acting Deputy, Chief Records  
Center Division

Attachment.

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